

JOB DESCRIPTION

Job Title: Enterprise Practitioner

Accountable to: Enterprise & Events Manager

Contract Length: 2 year contract

Hours per week/FTE: 35

Weeks per year: 52

Salary:

Grade: 4

College/Service: Careers and Employability

Location: High Holborn

Purpose of Role:

University of the Arts London (UAL) is in the top 6 universities in the world for art and design and is Europe's largest, with close to 19,000 students from more than 100 countries. It is a vibrant world centre for innovation, drawing together six colleges with international reputations in art, design, fashion, communication and performing arts. Our graduates go on to work in and shape creative industries worldwide.

Careers and Employability (C&E) is UAL's dedicated careers and enterprise service, which supports students and graduates as they embark on their professional futures in the creative industries. Its role is to enhance the student experience by providing support for the development of talent at the university, by building enterprise and employability skills and opportunities for our student and graduate community.

The Enterprise Practitioner is a new role with responsibility to develop and deliver a programme of enterprise education, funding and support for students and graduates across UAL. The role sits within the wider Enterprise and Events team and the main enterprise learning activity will operate in UAL's new Enterprise Space at High Holborn.

The post-holder will work closely with the Enterprise Space Manager to prepare and support student and alumni businesses for selling within the retail area of the space, as well as to help develop retail and product development opportunities.

The post-holder will line manage the Enterprise Projects Coordinator and support them to deliver enterprise funds, awards and projects.

The role also has responsibility to support academic colleagues across the institution who are embedding enterprise into the curriculum.

Duties and Responsibilities

- Plan, programme, deliver, evaluate and develop enterprise learning activity and opportunities throughout the academic year aimed at UAL's creative students and graduates, both home and international.
- Working with the Enterprise Space Manager, programme enterprise activity to be delivered in the Enterprise Space, and support UAL students and alumni through retail and product development opportunities.
- Line manage the Enterprise Projects Coordinator and support them to deliver a set programme of enterprise awards, funding and opportunities, and link this to the enterprise education programme. This includes the SEED Fund, Mead Awards and Tier 1 Visas.
- Offer one-to-one business and enterprise related support to students and graduates, and coordinate additional provision through mentors and specialist advisors.
- Design and deliver engaging and relevant enterprise workshops and events aimed at pre-start-ups, sole-traders, freelancer and entrepreneurs.
- Increase enterprise learning engagement with UAL's diverse student and graduate communities.
- Work with the Enterprise & Events Manager and C&E digital team to ensure that enterprise related web-pages and social media remains current, relevant and updated, and the enterprise offer is communicated effectively.
- Develop the profile of Social Enterprise and increase the Social Enterprise education offer to students and courses

- Develop a bank of online learning materials supporting enterprise and materials that can be used online and in classroom delivery.
- Explore opportunities to partner with external organisations and other universities to enrich the enterprise learning offer for all students and alumni.
- Support academic colleagues across the institution who are embedding enterprise into the curriculum.
- Work in collaboration with UAL College enterprise units to maximise communication and opportunities for good practice and joint working.
- Be first point of contact and respond to correspondence, emails and telephone enquiries related to Careers and Employability's enterprise offer.
- Manage, record and monitor related and assigned budgets.

General

- Perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Enterprise & Events Manager
- Enterprise Projects Coordinator
- Enterprise Space Manager
- Head of Careers and Employability
- Deputy Head, Careers and Employability

Specific Management Responsibilities

Budgets: TBC

Staff: Enterprise Projects Coordinator

Other

Signed _____ Date of last review _____
(Recruiting Manager)

Job Title: Enterprise Educator

Grade: 4

Person Specification	
Specialist Knowledge/ Qualifications	Knowledge of Enterprise Education and business start-up Degree or higher level qualification
Relevant Experience	Delivering enterprise education and support in an HE environment Designing enterprise activities and opportunities Background in the creative industries (desirable)
Communication Skills	Communicates effectively orally, in writing and/or using visual media. Good presentation skills and workshop delivery
Leadership and Management	Motivates and leads staff effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Uses effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
Professional Practice	Contributes to advancing professional practice in enterprise learning
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	Builds and maintains positive relationships with students Develops collaborations with internal and external stakeholders
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria